



# Onboarding Manager: New System Features and Enhancements

## TABLE OF CONTENTS

New System Features .....	1
Assignments .....	1
Administration .....	2
HR User Interface System Corrections .....	4
Selectee Interface System Corrections .....	4

## NEW SYSTEM FEATURES

### Assignments

Onboarding Manager now allows forms to be assigned, electronically signed, and transmitted with two different HR user signatures for forms that require multiple approvals to complete internal processing. These forms will display two signature buttons when reviewing the PDF version of the forms. The label for the signature buttons is customizable (e.g. Authorizing Official and Approving Official). Any HR user can be designated as the first and/or second approver. Your organization can contact the OPM USA Staffing Program Office to customize your signature buttons.

I have reviewed the information for each form displayed and I consent that the information is accurate and true. By signing these forms electronically, I acknowledge my approval of the information being submitted. I understand that an electronic signature is equivalent to signing each form. I understand there are legal implications if information has been stated fraudulently. I consent to the electronic release of information as appropriate.

[Decline](#) [Authorizing Official](#) [Approving Official](#) [Cancel](#)

[\[ Privacy Policy \]](#)

There is no requirement for a particular HR user to approve the form in a sequential order and the first and second approver can be the same user. After the first HR user signature is received, the **Form Status** displays *Initial Approval*.

**ONBOARDING MANAGER**

Selectee List Administration

Welcome Dana D Johnson ! [ Log Out ]

Selectee Data | Assignments | Transmit Forms | Toolbox

DAVID SMITH ?

CURRENT ASSIGNMENTS

Forms Tasks

Assign/UnAssign Forms

Show All entries Search:

Form Name	Form Status	Date Due	Review
DD 1614 Air Force PCS Authorization	Initial Approval	11/5/2012	Review

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

When the second HR user signature is received, the **Form Status** displays *Ready to Send* and both signatures are added to the form. Declining a signed form will remove both signatures if populated.

ONBOARDING MANAGER

Selectee List Administration

Welcome Dana D Johnson ! [ Log Out ]

Selectee Data | Assignments | Transmit Forms | Toolbox

DAVID SMITH ?

CURRENT ASSIGNMENTS

Forms Tasks

Assign/UnAssign Forms

Show All entries Search:

Form Name	Form Status	Date Due	Review
DD 1614 Air Force PCS Authorization	Ready To Send	11/5/2012	Review

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

## HR Only View Forms

HR users now have the ability to assign, accept, and transmit *HR View Only* forms. Selectees can complete the questionnaire fields for a *HR View Only* form but do not have the ability to view the PDF version of the form, sign, or submit the form. After a *HR Only View* form is assigned to a selectee, the corresponding questions for that form are listed in the **My Data** questionnaire within the selectee's record. After the selectee completes the *HR Only View* form fields in **My Data**, the PDF form will not display on the selectee's **Review Assignments** page. However, the form will automatically move to a *Submitted* status in **Assignments** within the selectee record on the HR User interface.

An HR user can also decline *HR Only View* forms to change the **Forms Status** from *Ready to Send* or *Initial Approval* back to *Submitted* if changes need to be made to the data entered by the HR user. After the necessary changes are made, the HR user can still complete, sign, and transmit the form without any action required by the selectee.

If a *HR Only View* form is incomplete, a red message will display on the PDF form in **Assignments** detailing the area of the questionnaire that needs to be completed. The message will indicate the incomplete fields on both the Selectee and HR User interface. If the incomplete element is a selectee field, the HR user will need to decline the form and inform the selectee of the missing information using the system generated declination email.

## Administration

### User Maintenance

The HR user names that are displayed when assigning a role and restricting a customer office have been modified to list only users who have profiles that allow access to Onboarding Manager.

The **View Roles** area has been updated to allow Organization and Office Administrators to restrict a user's ability to decline a form when creating or modifying a role.

**ONBOARDING MANAGER** Selectee List Administration Admin Portal  
Welcome Dana D Johnson ! [ Log Out ]  
Organization: Onboarding Manager Test Division Office: USAS Testing Office ?

**EDIT ORGANIZATION ROLE**

Role Name:

Choose forms, pages, and functions that the role will NOT have access to:

<b>Forms:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 298-42</li><li><input type="checkbox"/> AE 190-45D</li><li><input type="checkbox"/> AE 608-10-1F</li><li><input type="checkbox"/> AE 608-20B-R</li><li><input type="checkbox"/> AE 608-20C-R</li><li><input type="checkbox"/> AF 3598</li><li><input type="checkbox"/> AFRC IMT 121</li><li><input type="checkbox"/> AZDOR-10126</li><li><input type="checkbox"/> C 1</li></ul>	<b>Pages:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Selectee Data</li><li><input type="checkbox"/> Assignments</li><li><input type="checkbox"/> Transmit Forms</li><li><input type="checkbox"/> Toolbox</li></ul>	<b>Functions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Assign Forms/Tasks</li><li><input type="checkbox"/> Create Selectee</li><li><input type="checkbox"/> Deactivate Selectee</li><li><input type="checkbox"/> Purge Selectee</li><li><input type="checkbox"/> View PDF Form</li><li><input type="checkbox"/> Selectee My Data Preview</li><li><input type="checkbox"/> Sign/Accept Forms</li><li><input checked="" type="checkbox"/> Decline Forms</li><li><input type="checkbox"/> Transmit Forms</li></ul>
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## Reports

The Organization Form Status Report has been added to the Organization Exports. This report displays form status based on the selectee record creation date for active selectee records.

The Process Owner and Last Login Date (for the selectee) have been added to the data fields for Organization and Office Form Status Reports. The Last Login date has also been added to the Office Workload Report.

**ONBOARDING MANAGER** Selectee List Administration  
Welcome Dana D Johnson ! [ Log Out ]  
Organization: Onboarding Manager Test Division Office: USAS Testing Office ?

**ORGANIZATION EXPORTS**

Select a report from the drop-down list below and enter any requested report criteria.  
Reports are exported to Excel.

Report Name:

Description: This report displays selectee form(s) status for the selected forms based on Record Creation date.

Start Date:

End Date:

298-42  
AE 190-45D  
AE 608-10-1F  
AE 608-20B-R  
AE 608-20C-R  
AF 3598  
AFRC IMT 121  
AZDOR-10126  
C 1  
C 2  
C 3  
C 6

19  
OF 306  
W 4

## **HR USER INTERFACE SYSTEM CORRECTIONS**

Announcement numbers on the Position Information page that contain more than 27 characters will now truncate. This will eliminate the error message from occurring when a user attempts to save the work after entering an announcement number longer than 27 characters.

## **SELECTEE INTERFACE SYSTEM CORRECTIONS**

The instructional text on the Selectee Identity Verification page has been updated to strongly inform selectees to verify that their identify information is correct before continuing the onboarding process within the system.